

STATE OF HAWAII
REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF
STATE PROCUREMENT OFFICE PRICE LIST

TO: Chief Procurement Officer

FROM: _____ Date: _____
(Department/Division/Agency)

Pursuant to §3-121-6, HAR, exception is requested from SPO Price List No. _____:

Price List Vendor:

After-the-fact request: ☐ Yes ☐ No

Whom Contacted:

Price List Item No.:

Price List Unit Price:

Description of Price List Item:

Justification for purchase outside of the price list:

For your information, in place of the price list item, we propose to purchase the following:

Name of Supplier:

Brand Name and Number:

Quantity:

Unit Price:

Direct questions to requesting agency personnel: Name:
Phone No.:

Requesting agency approval recommended by: _____

Signature

Title

Date

FOR SPO USE ONLY:

Recommendation of SPO Purchasing Staff:

☐ Approval

☐ Disapproval

☐ No Action Required

Comments:

SPO Staff Supervisor

Date

SPO Purchasing Specialist

Date

ACTION BY CHIEF PROCUREMENT OFFICER:

☐ Approved

☐ Disapproved

Chief Procurement Officer

Date